

**MURRAY CITY
COMMERCIAL TENANT IMPROVEMENT
PLAN SUBMITTAL REQUIREMENTS**

Name of Applicant _____ Application # _____ - _____

Building Address _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. **When each of the items have been checked by you, sign the bottom of the form and have the Building Department verify that all needed information is included.** Submit this form with your application, project completion deposit, and two sets of plans for review. Note: application for building permits cannot be accepted for plan review until the submittal is complete.

* Community Development approval required.

___ Approval signature from planning and zoning.

* PROJECT COMPLETION DEPOSIT

___ Project completion deposit of \$500.00 (refunded after certificate of occupancy issued)

* BUILDING PERMIT APPLICATION

___ Contractors name, phone number, address and contractors state license numbers for:

___ General contractor-attach license

___ Electrical contractor- attach license

___ Plumbing/Mechanical contractor-attach license

___ Type of improvement/remodel

___ Estimate of project valuation

___ Signature of owner, contractor or authorized agent with date

TENANT PLANS

* ___ Plans @ Fashion Place require Landlord approval letter

* ___ Clearly show the specific use of each area

___ Indicate whether this is to be a new build out or remodel

* ___ Spaces over 3000 sq.ft and medical facilities or restaurants require a Utah State registered architects stamp, signature and date on at least the cover or title sheet

* ___ Key plan or description indicating location in the main structure

* ___ Floor plans drawn to scale (1/8" = 1' or larger) clearly indicating specific uses of all areas and general plan of entire space if this is part of a larger space

* ___ Differentiation between new and existing construction, doors, windows corridors etc.

- ___ Clearly dimensioned rooms, corridors, aisles etc.
- ___ Size, material, hardware, fire rating and swing of doors
- ___ Window size, type and location with safety glazing indicated.
- ___ Room finishes with flame spread rating for wall coverings
- ___ Ceiling details at perimeter to include seismic bracing detail for suspended ceilings
- ___ Stair details to include handrail and guards
- ___ Wall construction detailed to include wall heights, deflection tracks and bracing details for walls not attached to the deck above

***Electrical Plans**

- ___ Lighting plans
- ___ Fire alarms and smoke detectors as required
- ___ Exit signage and emergency lighting

***Mechanical Plans**

- ___ Plumbing fixture locations
- ___ Exhaust fans
- ___ Location of fire and smoke dampers
- ___ Mechanical equipment schedules and efficiency ratings

Material Specifications

- ___ Specifications

My signature below indicates I have carefully reviewed the submitted plans and verified that all of the items above have been included. I understand that failure to provide any needed information at the time will delay the processing of my permit.

*Applicants Signature

*Building Inspection Division